



MATERIAL MANAGEMENT

The *Material Management* feature in conjunction with the Sunflower Enterprise forms enable organizations to perform material tasks for Serialized and Non-Serialized materials.

KEY CONCEPTS

This chapter includes the following discussion points and concepts:

- Materials Overview
 - *Tasks for Administrators, Managers/Clerks*
 - *Material Management Roles*
- Manage Non-Serialized Material Transactions
 - *Receive (create) New Materials*
 - *Replenish Materials*
 - *Issue Materials*
 - *Loan Materials*
 - *Return Materials*
 - *Remove Materials from Stock*
 - *Adjust Materials*
 - *Relocate Materials*
- Manage Serialized Material Transactions
 - *Receive (create) New Materials*
 - *Issue Materials*
 - *Return Materials to Stock*
 - *Remove Materials from Stock*

- *Relocate Materials*
- Perform a Material Search
- Edit Material Asset Interface Records
- Agreements Module Materials Management
- Material Reports
 - *About Reports*
 - *Material On-Hand Report*
 - *Material On-Loan Report*
 - *Material Transactions Report*
 - *Material Usage Statistics Report*
 - *Material Receipt Ticket Report*
 - *Material Interface Processing Results*

ABOUT MATERIALS MANAGEMENT

Sunflower Materials Management provides an intuitive and extendible mechanism for Material Managers to effectively and efficiently manage material stores and processes. This section is divided up into two parts, the first part addresses the management of Non-Serialized material. Non-Serialized material is defined as those items that are managed in bulk by the stock number. The second part addresses the management of Serialized material. Serialized stock is defined as those items that have an identifier and/or a serial number that is used to track receipts and issues of the item.

MATERIAL MANAGEMENT ROLES

The three roles related to Material Management are:

- Administrator
- Manager (Agreement, Inventory Management, and/or Inactive)
- Clerk (Agreement, Inventory Management, and/or Inactive)

ROLE DIFFERENCES

What is the difference between the Administrator, Manager, and the Clerk roles? One can tell from the table below that all three roles have different levels of access and functional capabilities. The main difference between the three roles is that the Administrator has access to and can manipulate (create, update, or retire) all material-related topics throughout Sunflower Enterprise (all modules). On the other hand, the Manager and Clerk roles are confined to the tasks associated with maintenance actions specific to the Agreement, Inactive, and/or Inventory modules. In the case of the Management module, although the Clerk has many of the same capabilities as that of the Manager, Clerks are further limited to only those organizations in which they are assigned. Additionally, there is an additional step when assigning the Clerk role, known as the Organization Contact, where the Administrator must specify at what level within the organization the Clerk can manipulate materials.

MATERIAL MANAGEMENT MENU ACCESS

When assigning roles to users, it is important to map out the functional responsibilities of the users and then decide based on the tasks that each user must perform the appropriate role. Only then will one be able to assign the appropriate application role. The chart below lists role access to the menus (and associated menu items) within Sunflower Enterprise for the related Material Management roles. Note that the roles assigned to Managers and Clerks are already pre-defined within Sunflower Enterprise, as shown below:

- **Manager Role = Agreement Manager, Inactive Manager, Inventory Manager, and Cataloger roles.**
- **Clerk Role = Agreement Clerk, Inactive Clerk, Inventory Clerk, and, if applicable, Cataloger.**

MENU & MENU ITEMS	ROLE		
	ADMINISTRATOR	MANAGER	CLERK
Maintain Locations	Yes	---	---
Create Events	Yes	---	---
Validate Events	Yes	---	---
Maintain Attribute Sets	Yes	---	---
Define Registered Applications Parameter Values	Yes	---	---
Maintain Organizations	Yes	Yes	--
Maintain Catalog Entries	Yes	If assigned as a Cataloger	If assigned as a Cataloger
Maintain Agreement, Inactive, and/or Inventory Assets	Yes	Yes	Yes
View Agreement, Inactive & Inventory Asset Summary and History	Yes	Yes	Yes
Asset Search	Yes	Yes	Yes
Manage Material (Agreement Assets)	Yes	Yes - Agr only	Yes - Agr only
Manage Material (Inventory Assets)	Yes	Yes - Inv only	Yes - Inv only
Manage Material (Inactive Assets)	Yes	Yes - Ina only	Yes - Ina only
Run Agreement, Inactive, & Inventory Reports	Yes	Yes	Yes

TASKS FOR MANAGERS/CLERKS AND SYSTEM ADMINISTRATORS

TASKS FOR MANAGERS AND/OR CLERKS

The following tasks are performed by either the Manager or Clerk role. Note that the only task that must be performed prior to working with the Materials Management form is to create and maintain the catalog entries. All other tasks, listed below, are performed through the use of the Materials Management form.

- Receipt/Replenish/Return to Stock
- Issue
- Loan
- Return
- Remove from Stock
- Adjust (if enabled and as applicable)
- Relocate

TASKS FOR ADMINISTRATORS

Tasks performed by the system administrator are listed below and are discussed in detail in the System Setup chapter.

- Create and Maintain Locations, Manufacturers, and Catalogs
- Maintain Material Parameters
- Set Material Asset Prefix
- Create and Maintain Asset Events
- Maintain Asset Event Validation
- Manage Asset Events and Attribute Sets

MANAGE NON-SERIALIZED MATERIALS

The **Manage Material** form is the primary screen that is used to manage material. This form is accessible from the Agreements, Inventory and Inactive modules. Anyone assigned as a Manager, Clerk or Administrator is able to access and use the form based on the limitations of their assigned role. This form is basically the same in all three of the modules except that in the Agreements module there are additional fields included that are specific to the functions of the Agreements module such as the Agreement Identifier/ Type and Source/Classification. Refer to the *Agreement Module Materials Management* section of this Chapter.

The form has a multi-tabbed structure. First, select either Non-Serialized or Serialized. Once selected, another set of tabs will display the transactions available for the type of material selected. The Non-Serialized material transaction tabs are described in the table below. The following sections will discuss in further detail how to use the tabs in this form to manage Non-Serialized materials.

NOTE: Additional user fields can be configured within each module for each transaction type with the exception of Receipts. If user fields have been configured for a transaction type, **Event Details*** field will be displayed in the Transaction block. If user fields have not been configured, the field will not be displayed.

NAVIGATION

- Click Agree/Mgmt/Inactive
- Click Manage Material
- Click Non-Serialized

Manage Material (Inventory Assets) - asmn2200

Location*

Non-Serialized Serialized

Receipt Issue Loan Return Remove from Stock Adjust Relocate

Receipt Information

Initial Event ☐ Return to Stock?

User Fields*

Steward Document*

Assets

Asset Details Item Description Reorder/Shelf-Life User Fields

Replenish?

Ok	Δ	Effective Date	Stock Number	Quantity	UOM	Unit Price	Asset Value	Location*
<input type="checkbox"/>	<input checked="" type="checkbox"/>							
<input type="checkbox"/>	<input type="checkbox"/>							
<input type="checkbox"/>	<input type="checkbox"/>							
<input type="checkbox"/>	<input type="checkbox"/>							
<input type="checkbox"/>	<input type="checkbox"/>							
<input type="checkbox"/>	<input type="checkbox"/>							
<input type="checkbox"/>	<input type="checkbox"/>							
<input type="checkbox"/>	<input type="checkbox"/>							

Message

TAB	PURPOSE
Receipt	Receive and/or replenish material.
Issue	Issue materials to an asset or location with the expectation that the material will not be returned.
Loan	Loan materials to one or more organizations with the expectation that the material will be returned.
Return	The process of receiving loaned materials back into the stock of materials.
Remove from Stock	The process of removing old/out-dated, lost, damaged or destroyed items form the stock of materials.
Adjust	The process of updating the material quantity-on-hand to reflect the current availability of a given material.
Relocate	The process of consolidating like material from multiple locations to a single location or for merging quantities of multiple material records that are in the same location into one material record.

RECEIPT AND REPLENISHMENT: NON-SERIALIZED MATERIALS

One of the most common transactions that is performed in Materials Management is to receive material. Receipt of materials can be performed in the Agreement (Agree), Inventory Management (Mgmt), or Inactive modules; which module to use will depend on the module from which the organization plans to manage the material. **This user guide will use the Inventory Management module to illustrate and describe the examples provided in this guide unless noted otherwise.**

TERM	PURPOSE
Receipt	Create a record of materials that have been received into inventory on or within a selected super location.
Replenish	Refill/stock materials that are already in the inventory on or within a selected super location.

ASSET DETAILS

Use the following steps as a guideline to receive or replenish materials:

NAVIGATION

- Click Mgmt
- Click Manage Material
- Click Non-Serialized Tab
- Click Receipt Tab

Manage Material (Inventory Assets) - asrm2200

Location* LIVERMORE

Non-Serialized Serialized

Receipt Issue Loan Return Remove from Stock Adjust Relocate

Receipt Information

Initial Event PURCHASE ☐ Return to Stock? Clear Tab

User Fields*

Steward SUNFLOWER SYSTEMS Document*

Assets

Asset Details Item Description Reorder/ShelfLife User Fields

Replenish?

Ok Δ	Effective Date	Stock Number	Quantity	UOM	Unit Price	Asset Value	Location*
<input checked="" type="checkbox"/>	09/28/2012	SN001	10.00	BOX	\$10.000	\$100.00	BUILDING -0000- ROOM-100
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							

Message

- Step 1. Navigate to the **Manage Material** form. The **Non-Serialized** tab, **Receipt** tab and **Asset Details** sub-tab display by default.
- Step 2. Enter the material location in the **Location*** field.

NOTE: In Material Management this field is a **Super Location** field. Once a location is selected, dependent LOVs in the lower sections display only materials located at, or below, the super location's value.

Step 3. In the Receipt Information section enter the method of acquisition in the **Initial Event Type** field (i.e. PURCHASE).

Step 4. Enter additional details in the **User Fields** field based on the selected Initial Event type.

Step 5. Optionally, if applicable, select the **Return to Stock** checkbox if stock is being returned.

Step 6. Enter the steward or organization in the **Steward** field.

Step 7. Optionally, enter documentation information and where the document is stored in the **Document** field.

Step 8. In the Assets section, select (check) the **Replenish?** checkbox only if the data being entered is for material replenishment.

Step 9. In the Assets section, the **Effective Date** defaults to the current date.

Step 10. In the **Stock Number** field, enter the material's internal stock number (assigned on the Catalog).

- Enter the **Stock Number** when working with materials; users are **not** dealing directly with Asset Identifiers when working with Non-Serialized material.
- Use the list of values (LOV) if the stock number is unknown.
- If the desired location is not in the LOV, use the Ctrl E function to enter a new location.
- If replenishing materials then the LOV will show existing stock assets at or below the current super location along with their current quantities.
- If receiving new materials then the LOV will display all stock numbers.

Step 11. Enter the quantity of the material received in the **Quantity** field.

Step 12. The **UOM** (Unit of Measure) defaults based upon the Catalog, but can be changed if necessary.

Step 13. Enter either the **Unit Price** or the **Asset Value**. Since these two fields are interactive, Sunflower auto-populates the blank field based upon the quantity and price entered.

Step 14. Enter a general or specific location for the material in the **Location*** field.

- The LOV will only display locations at or below the super location.
- If Replenish is selected then the location will pre-populate.
- If attempting to receive a new asset at a location that already has stock, then users will receive a warning message.

Step 15. Click the **Tab** key to move from the **Asset Details** tab and display the **Item Description** tab.

RECEIPT AND REPLENISHMENT: NON-SERIALIZED MATERIALS

NAVIGATION TIP: One can navigate from one sub-tab to the next by placing the cursor in the last field of a tab and clicking the Tab key. Or, one can manually change tabs by clicking the title of the sub-tab.

ITEM DESCRIPTION

Use the **Item Description** sub-tab to view a brief description of specified material. The tab can display as many as eight materials at a time. If additional materials are available, use the Next Record and Previous Record icons to view additional materials.

Viewing material details and/or the item description works in a similar manner as a purchase order (PO) where one might view a line item of the PO. In this case, the Receipt tab displays multiple line items of materials for a single receipt and, for the Item Description sub-tab, one can view the descriptions of materials that comprise a specific receipt.

The screenshot shows the 'Manage Material (Inventory Assets)' window with the title bar 'asmn2200'. The 'Location*' field is set to 'WASHINGTON, DC'. The 'Non-Serialized' tab is selected, and the 'Receipt' sub-tab is active. The 'Receipt Information' section includes 'Initial Event' (PURCHASE), 'User Fields*' (empty), 'Steward' (SUNFLOWER SYSTEMS), and 'Document*' (empty). The 'Return to Stock?' checkbox is unchecked, and the 'Clear Tab' button is visible. The 'Assets' section has a table with columns 'Replenish?', 'Ok Δ', 'Effective Date', and 'Stock Number'. The first row is highlighted in yellow and contains '09/14/2012' and 'CHAIR2'. To the right of the table is the 'Item Description' sub-tab, which shows 'Descriptives*' with the text 'JW CHAIRS__CHAIR2__CHAIR'. The 'Reorder/Shelf-Life' and 'User Fields' tabs are also visible. A 'Message' field is at the bottom.

Step 16. View the descriptions of the materials for the receipt which defaults based on Category information.

Step 17. Click the **Tab** key to move from the **Item Description** tab and display the **Reorder/Shelf-Life** tab.

REORDER/SHELF-LIFE

The **Manage Material** form may be used for replenishment of materials by utilizing the **Reorder/Shelf-Life** sub-tab as shown below. Replenishment is used to add additional materials. The process of replenishing material will automatically consolidate the new (replenishment) quantity of materials with any existing quantity of the same material.

Manage Material (Inventory Assets) - asrm2200

Location* WASHINGTON, DC

Non-Serialized Serialized

Receipt Issue Loan Return Remove from Stock Adjust Relocate

Receipt Information

Initial Event PURCHASE ☐ Return to Stock? Clear Tab

User Fields*

Steward SUNFLOWER SYSTEMS Document*

Assets

Replenish?		Shelf Life?		Extendible?		LT	
Ok	Δ	Expiration Date	Inspection Due	Minimum Quantity	Maximum Quantity	Days	Safety Stock Quantity
<input checked="" type="checkbox"/>	<input type="checkbox"/>	09/14/2012	03/09/2012				
<input type="checkbox"/>	<input type="checkbox"/>						
<input type="checkbox"/>	<input type="checkbox"/>						
<input type="checkbox"/>	<input type="checkbox"/>						
<input type="checkbox"/>	<input type="checkbox"/>						
<input type="checkbox"/>	<input type="checkbox"/>						
<input type="checkbox"/>	<input type="checkbox"/>						
<input type="checkbox"/>	<input type="checkbox"/>						
<input type="checkbox"/>	<input type="checkbox"/>						

Message

Step 18. If, at the Catalog level,

- The stock item is defined as shelf life capable, then the **Shelf Life** checkbox will be checked on the Manage Material form and the **Expiration Date** must be provided.
- The stock item is defined as shelf life is extendible, then the Extendible checkbox will be checked on the Manage Material form and the **Inspection Due Date** must be provided.

Step 19. Optionally, specify information for the Minimum Quantity, Maximum Quantity, LT Days and Safety Stock Quantity fields.

TERM	PURPOSE/DEFINITION
Minimum Quantity	The Minimum Quantity is the minimum amount of stock to keep on hand at any one time (usually maintained at a facility/warehouse level) to minimize the risk of adversely impacting production/operations. If stock levels drop below the minimum it should trigger reorder notifications so stock levels can be restored.
Maximum Quantity	The Maximum Quantity is the maximum amount of stock to keep on hand at any one time (usually maintained at a facility/warehouse level) to minimize financial liability resulting from excess stock. If stock levels rise above the maximum, it should trigger a review to determine if actions should be taken to reduce levels to established targets.
LT (Lead Time) Days	Lead Time Days is the sum of Order Lead Time (number of days it takes to internally generate a replenishment order), Vendor Lead Time (number of days it takes the vendor to receive, process, fulfill and ship the order), and Receipt Lead Time (number of days to in-process and internally deliver/make available the item). It is used in conjunction with Monthly Usage and Safety Stock to calculate Min/Max Quantities.
Safety Stock Quantity	Safety Stock is a value used in conjunction with Average Monthly Usage and Lead Time Days to calculate the Minimum and Maximum Quantities.

Step 20. Click the **Tab** key to move from the **Reorder/Shelf-Life** tab and display the **User Fields** tab.

ABOUT MINIMUM AND MAXIMUM QUANTITIES
<p>Minimum and Maximum Quantities represent thresholds that are established by the organization's business policy in an attempt to achieve a balance between the two extremes of:</p> <ul style="list-style-type: none"> • Stock Outs; too little inventory to service the needs of the business, and • Excessive stock levels <p>Min/Max quantities can differ for each Site or Facility depending upon the issue activity they experience. In the supply chain world, Min, Max, Safety Stock and Lead Time are maintained for all cataloged items, i.e., Stock Numbers (both Serialized items and material items) with the relationship established at the intersection of Facility and Stock Number.</p>

USER FIELDS

Use the **User Fields** tab to view the Global User Fields and/or User Fields that have been added to the instance of Sunflower Assets. Any applicable information that has been added to the material record at the global or user field level will display here. If the global and/or user fields have not been personalized then this tab will remain blank.

Step 21. Double-click to open the **Global User Fields**. Enter data as required.

Step 22. Double-click to open the **User Fields**. Enter data as required.

Step 23. Click the **Save** icon.

- The save process automatically populates the appropriate **OK** checkbox(es).
- Clicking the **Summary and History** icon displays the Summary and History form, where an **Identifier** is automatically System Generated.
- The **Message** field displays a system generated message upon saving that indicates **Complete** or displays an error.

ISSUE: NON-SERIALIZED MATERIALS

Once materials have been received, they can then be issued as required to various organizations, people and locations, which is essentially a one-way transfer (i.e. for consumption). In the Inventory, Inactive, and Agreements Modules, material can also be issued to an asset. This section covers the issuing material that is stored in bulk in the warehouse, i.e. that are not tracked by serial number. Non-Serialized materials can be issued internally or externally; however, the external organization must be in the Sunflower Organization table. Additionally, if material upon issuance is tracked by serial number, the item can be issued as Serialized. The Manage Material form is used to issue materials.

Refer to the table below for examples of issue transaction variations:

ISSUE TRANSACTION TYPE	EXAMPLE
Issue to an Asset as Non-Serialized	Issue RAM card to a computer.
Issue to an Asset as Serialized	Issue a monitor to a Computer System. When in warehouse, monitors are not tracked by serial number.
Issue to a Location as Non-Serialized	Issue LAN cables to a department.
Issue to a Location as Serialized	Issue a computer to a department. When in warehouse, computers are not tracked by serial number.

ISSUE TO AN ASSET AS NON-SERIALIZED

If Non-Serialized material is being issued with the intention that it will be consumed into the larger asset, then record an issue of Non-Serialized material to an asset. The timeline of asset to which the material is being issued will contain an event documenting the issue.

NAVIGATION

- Click Mgmt
- Click Manage Material
- Click Non-Serialized Tab
- Click Issue tab

Step 1. Navigate to the **Manage Material** form, click the **Non-Serialized** tab, click the **Issue** tab.

Step 2. Enter the material's location in the **Location*** field (i.e. ARLINGTON).

NOTE: In Material Management this field is a **Super Location** field. Once a location is selected, dependent LOVs show only materials located at, or below, the super location's value.

Step 3. Select the **Issue** tab.

Step 4. In the **Issue Information** section Verify that the **Issue to Asset** radio button is enabled.

Step 5. Enter the asset identifier to which the material is being issued in the **To Asset** field.

Step 6. Enter the location to which the item is issued in the **To Location** field (optional).

Step 7. Enter the person to whom the item is issued in the **To Custodian** field (optional).

NOTE: The person must be in the Sunflower People table, even if they are not a part of the internal organization.

Step 8. Enter the organization's name (or select from the LOV) that the material is being issued to in the **To Organization** field.

Step 9. Enter documentation information and where the document is stored in the **Document** field.

Step 10. In the **Assets** section, the **Effective Date** defaults and is the date the material was issued (used to provide Asset History).

Step 11. In the **Stock Number** field, enter the material's internal stock number (i.e. 101) assigned in the Catalog. Use the LOV to display where materials are located (based on the Super Location) that are ready and available for issue. The Stock Number **must** be used when working with materials, users are not dealing directly with Asset Identifiers.

NOTE: When clicking the **Tab** key, the **Description*** and **Issued from Location*** fields auto populate.

Step 12. Click on the **Issue as Non-Serialized** tab.

Step 13. Enter the quantity of the material that was issued in the **Quantity Issued** field.

NOTE: The **Quantity on Hand** field defaults with the number of available materials. Upon saving the Quantity on Hand automatically displays the **revised** quantity based upon how many were issued.

Step 14. The **UOM** (Unit of Measure) defaults based upon the material.

Step 15. Optionally select (check) the **Retire if depleted?** checkbox.

NOTE: If one has issued the Quantity on Hand and wants to remove the item completely from that location then the material may be retired at this location. By not selecting (unchecking) the checkbox, his material will remain at this location with zero quantity, allowing this material to be used again.

Step 16. Click the **Item Description Tab** to view the descriptions of the materials for the issuance.

Step 17. Click the **Save** icon, which automatically populates the appropriate **OK** checkbox(es).

- The **Message** field displays a system generated message upon saving that indicates **Complete** or displays an error.
- Optionally, click the **Summary and History** icon to display changes to issued materials.
 - *When the **Summary and History** form displays view the **Timeline** tab to see the changes. Select the **Details** Tab, view the data, and then click the **Interest Details** button.*

Step 18. Click the **Print Material Receipt Ticket** after completing the receipt transaction to print a record of the materials.

ISSUE TO AN ASSET AS SERIALIZED

If the item is being issued with the intention that it will be connected into the larger asset and tracked by individual serial number, then the Non-Serialized material should be issued as Serialized to an Asset. A separate asset record will be created for the issued material item.

NAVIGATION

- Click Mgmt
- Click Manage Material
- Click Non-Serialized Tab
- Click Issue tab

Step 1. Navigate to the **Manage Material** form, click the **Non-Serialized** tab, click the **Issue** tab.

Step 2. Enter the material's location in the **Location*** field (i.e. ARLINGTON).

NOTE: In Material Management this field is a **Super Location** field. Once a location is selected, dependent LOVs show only materials located at, or below, the super location's value.

Step 3. Select the **Issue** tab.

Step 4. In the **Issue Information** section Verify that the **Issue to Asset** radio button is enabled.

Step 5. Enter the asset identifier to which the material is being issued in the **To Asset** field.

Step 6. Optionally, enter the location to which the item is issued in the **To Location** field.

NOTE: If a location is not specified, then the Serialized asset location will be determined by the location of the **To Asset**.

Step 7. Optionally, enter the person to whom the item is issued in the **To Custodian** field.

NOTE: The person must be in the Sunflower People table, even if they are not a part of the internal organization.

NOTE: If custodian is not specified, then the Serialized asset custodian will be determined by the custodian of the **To Asset**.

Step 8. Enter the organization's name (or select from the LOV) that the material is being issued to in the **To Organization** field.

Step 9. Enter documentation information and where the document is stored in the **Document** field.

Step 10. In the **Assets** section, the **Effective Date** defaults and is the date the material was issued (used to provide Asset History).

Step 11. In the **Stock Number** field, enter the material's internal stock number (i.e. **101**) assigned in the Catalog. Use the LOV to display where materials are located (based on the Super Location) that are ready and available for issue. The Stock Number **must** be used when working with materials, users are not dealing directly with Asset Identifiers.

NOTE: When clicking the **Tab** key, the **Description*** and **Issued from Location*** fields auto populate.

Step 12. Click on the **Issue as Serialized** tab.

Step 13. Optionally, enter the ID of the item in the **Asset Identifier** field.

NOTE: If left blank, the system will automatically generate an ID.

Step 14. Enter the serial number of the item in the **Serial Number** field.

Step 15. Select the appropriate activity status from the LOV in the **Activity Status** field.

NOTE: This is optional, if one is not selected, the application default will be applied.

Step 16. Optionally, select (check) the **Retire if depleted?** checkbox.

NOTE: If the Quantity on Hand has been issued and one wants to remove the item completely from that location then the material may be retired at this location. By not selecting (unchecking) the checkbox, this material will remain at this location with zero quantity, allowing users to use this material again.

Step 17. Click the **Save** icon, which automatically populates the appropriate **OK** checkbox(es).

- The **Message** field displays a system generated message upon saving that indicates **Complete** or displays an error.
- Optionally, click the **Summary and History** icon to display changes to issued materials.
 - *When the **Summary and History** form displays view the **Timeline** tab to see the changes. Select the **Details** Tab, view the data, and then click the **Interest Details** button.*

Step 18. Click the **Print Material Receipt Ticket** after completing the receipt transaction to print a record of the materials.

NOTE: See Material Receipt Ticket Report section for additional details.

ISSUE TO A LOCATION AS NON-SERIALIZED

If Non-Serialized material is being issued with the intention that it will be consumed but not into a specific asset, then record an issue of Non-Serialized material to a location. The stock asset will contain record of the location, person, or organization to which the material was issued.

NAVIGATION

- Click Mgmt
- Click Manage Material
- Click Non-Serialized Tab
- Click Issue tab

The screenshot shows the 'Manage Material (Inventory Assets)' form. The 'Non-Serialized' tab is selected. Within this tab, the 'Issue' sub-tab is active. The 'Issue Information' section has the 'Issue To Location' radio button selected. Fields for 'To Asset', 'To Location*', 'To Custodian' (with Last Name, First, and Mid sub-fields), and 'To Organization' are present. A 'Document*' field and a 'Print Material Receipt Ticket' button are also visible. Below this is the 'Assets' section with a table. The table has columns for 'Quantity Issued', 'Quantity', 'UOM', and 'Retire if depleted? From Location*'. The first row of the table is highlighted in light blue. A 'Message' field is at the bottom of the form.

Step 1. Navigate to the **Manage Material** form, click the **Non-Serialized** tab, click the **Issue** tab.

Step 2. Enter the material's location in the **Location*** field (i.e. ARLINGTON).

NOTE: In Material Management this field is a **Super Location** field. Once a location is selected, dependent LOVs show only materials located at, or below, the super location's value.

Step 3. Select the **Issue** tab.

Step 4. In the **Issue Information** section Verify that the **Issue to Location** radio button is enabled.

Step 5. Enter the location to which the item is issued in the **To Location** field.

Step 6. Optionally, enter the person to whom the item is issued in the **To Custodian** field.

NOTE: The person must be in the Sunflower People table, even if they are not a part of the internal organization.

Step 7. Enter the organization's name (or select from the LOV) that the material is being issued to in the **To Organization** field.

Step 8. Enter documentation information and where the document is stored in the **Document** field.

Step 9. In the **Assets** section, the **Effective Date** defaults and is the date the material was issued (used to provide Asset History).

Step 10. In the **Stock Number** field, enter the material's internal stock number (i.e. **101**) assigned in the Catalog. Use the LOV to display where materials are located (based on the Super Location) that are ready and available for issue. The Stock Number **must** be used when working with materials, users are not dealing directly with Asset Identifiers.

NOTE: When clicking the **Tab** key, the **Description*** and **Issued from Location*** fields depopulate.

Step 11. Click on the **Issue as Non-Serialized** tab.

Step 12. Enter the quantity of the material that was issued in the **Quantity Issued** field.

NOTE: The **Quantity on Hand** field defaults with the number of available materials. Upon saving the Quantity on Hand automatically displays the **revised** quantity based upon how many were issued.

Step 13. The **UOM** (Unit of Measure) defaults based upon the material.

Step 14. Optionally select (check) the **Retire if depleted?** checkbox.

NOTE: If the Quantity on Hand has been issued and one wants to remove the item completely from that location then the material may be retired at this location. By not selecting (unchecking) the checkbox, this material will remain at this location with zero quantity, allowing users to use this material again.

Step 15. Click the **Item Description Tab** to view the descriptions of the materials for the issuance.

Step 16. Click the **Save** icon, which automatically populates the appropriate **OK** checkbox(es).

- The **Message** field displays a system generated message upon saving that indicates **Complete** or displays an error.
- Optionally, click the **Summary and History** icon to display changes to issued materials.
 - *When the **Summary and History** form displays view the **Timeline** tab to see the changes. Select the **Details** Tab, view the data, and then click the **Interest Details** button.*

Step 17. Click the **Print Material Receipt Ticket** after completing the receipt transaction to print a record of the materials.

NOTE: See the Material Receipt Ticket Report section for additional details.

ISSUE TO A LOCATION AS SERIALIZED

If the item is being issued from the stockroom with the intention that it will be tracked by individual serial number in the future, then Non-Serialized material should be issued as Serialized to a location. A separate asset record will be created for the issued material item.

NAVIGATION

- Click Mgmt
- Click Manage Material
- Click Non-Serialized Tab
- Click Issue tab

The screenshot shows the 'Manage Material (Inventory Assets)' form. The 'Non-Serialized' tab is selected. The 'Issue' sub-tab is active. In the 'Issue Information' section, the 'Issue To Location' radio button is selected. The 'To Location*' field is populated with 'ARLINGTON'. The 'To Custodian' field is populated with 'Last Name *', 'First', and 'Mid' fields. The 'To Organization' field is empty. The 'Assets' table is visible, showing columns for 'Quantity Issued', 'Quantity', 'UOM', and 'Retire if depleted? From Location*'. The table has several rows, with the first row highlighted in blue. The 'Message' field at the bottom is empty.

Step 1. Navigate to the **Manage Material** form, click the **Non-Serialized** tab, click the **Issue** tab.

Step 2. Enter the material's location in the **Location*** field (i.e. ARLINGTON).

NOTE: In Material Management this field is a **Super Location** field. Once a location is selected, dependent LOVs show only materials located at, or below, the super location's value.

Step 3. Select the **Issue** tab.

Step 4. In the **Issue Information** section Verify that the **Issue to Location** radio button is enabled.

Step 5. Enter the location to which the item is issued in the **To Location** field.

Step 6. Optionally, enter the person to whom the item is issued in the **To Custodian** field.

NOTE: The person must be in the Sunflower People table, even if they are not a part of the internal organization.

Step 7. Enter the organization's name (or select from the LOV) that the material is being issued to in the **To Organization** field.

Step 8. Enter documentation information and where the document is stored in the **Document** field.

Step 9. In the **Assets** section, the **Effective Date** defaults and is the date the material was issued (used to provide Asset History).

Step 10. In the **Stock Number** field, enter the material's internal stock number (i.e. 101) assigned in the Catalog. Use the LOV to display where materials are located (based on the Super Location) that are ready and available for issue. The Stock Number **must** be used when working with materials, users are not dealing directly with Asset Identifiers.

NOTE: When clicking the **Tab** key, the **Description*** and **Issued from Location*** fields auto populate.

Step 11. Click on the **Issue as Serialized** tab.

Step 12. Optionally, enter the ID of the item in the **Asset Identifier** field.

NOTE: If left blank, the system will automatically generate an ID.

Step 13. Enter the serial number of the item in the **Serial Number** field.

Step 14. Select the appropriate activity status from the LOV in the **Activity Status** field.

Step 15. Optionally select (check) the **Retire if depleted?** checkbox.

NOTE: If the Quantity on Hand has been issued and one wants to remove the item completely from that location then the material may be retired at this location. By not selecting (unchecking) the checkbox, this material will remain at this location with zero quantity, allowing users to use this material again.

Step 16. Click the **Save** icon, which automatically populates the appropriate **OK** checkbox(es).

- The **Message** field displays a system generated message upon saving that indicates **Complete** or displays an error.
- Optionally, click the **Summary and History** icon to display changes to issued materials.
 - *When the **Summary and History** form displays view the **Timeline** tab to see the changes. Select the **Details Tab**, view the data, and then click the **Interest Details** button.*

Step 17. Click the **Print Material Receipt Ticket** after completing the receipt transaction to print a record of the materials.

NOTE: See the Material Receipt Ticket Report section for additional details.

LOAN: NON-SERIALIZED MATERIALS

Once the materials have been received, one can also *loan them internally*. Unlike an Issue, which is essentially a one-way transfer (i.e. for consumption) with no return expected, loaned materials **are expected to be returned**. The Manage Material form is used to loan materials.

NAVIGATION

- Click Mgmt
- Click Manage Material
- Click Non-Serialized Tab
- Click Loan tab

Step 1. Navigate to the **Manage Material** form, click on the **Non-Serialized** tab, click the **Loan** tab.

Step 2. Enter the material's location in the **Location*** field (i.e. ARLINGTON).

NOTE: In Material Management this field is a **Super Location** field. Once a location is selected, dependent LOVs display only materials located at, or below, the super location's value.

Step 3. Enter the Stewardship (organization) that the material is being loaned to in the **Steward** field.

- The LOV will only display the list of organizations for which the steward is assigned.

Step 4. Optionally, in the **Custodian** field, enter the individual's Identifier or **Tab** to the **Last Name*** field and enter or select the person's Last Name from the LOV that will be responsible for the loaned material.

Step 5. Double-Click the **Location** field to open and then enter the specific *loan to* location for the material.

Step 6. Optionally, enter where the document is stored in the **Document** field.

Step 7. The **Effective Date** defaults and is the date the material was loaned (used to provide Asset History).

Step 8. In the **Stock Number** field, enter the material's internal stock number (i.e. **101**) assigned in the Catalog. Use the LOV to select the location (within the Super Location) where the materials are located.

- The Stock Number **must** be used when working with Material Management, users are not dealing directly with Asset Identifiers.
- When clicking the **Tab** key, the **Description*** and **Loaned from Location*** fields auto populate.

Step 9. Enter the quantity of the material that was loaned in the **Quantity Loaned** field.

- The **Quantity on Hand** field defaults with the number of available materials. Upon saving, the Quantity on Hand automatically displays the **revised** quantity based upon how many were loaned.

Step 10. The **UOM** (Unit of Measure) defaults based upon the selected material.

Step 11. Optionally, select (check) the **Retire if depleted?** checkbox.

- If the Quantity on Hand has been loaned then one may retire the material at this location. By not selecting (unchecking) the checkbox, this material will remain at this location with zero quantity. Keep in mind that materials on loan are expected to be returned.

Step 12. Click the **Tab** key to move from the **Asset Details** tab and display the **Item Description** tab.

Step 13. Click the **Tab** key to move from the **Item Description** tab and display the **User Fields** tab.

Step 1. Double-click to open the Global User Fields. Enter data as required.

Step 1. Double-click to open the User Fields. Enter data as required.

Step 1. Click the **Save** icon.

- The save process automatically populates the appropriate **OK** checkbox(es).
- Optionally click the **Summary and History** icon and review the data changes.
- The **Message** field displays a system generated message upon saving that indicates **Complete** or displays an error.

RETURN: NON-SERIALIZED MATERIALS

When loaned materials are returned, one can indicate their return and that they are once again available for issue or loan. In Sunflower, it is not a requirement to return loaned materials to their original point of issue, which may be required by the Business Policy. Being able to consolidate returned materials from other locations into one location will be discussed later in this chapter. The Manage Material form is used to return materials.

NAVIGATION

- Click Mgmt
- Click Manage Material
- Click Non-Serialized tab
- Click Return tab

Ok	Effective Date	Stock Number	To Location*	Quantity Returned	Quantity	UOM	To Steward
<input checked="" type="checkbox"/>	10/18/2013	D333	BUILDING_100_ROOM_	2.00	10.00	EA	SUNFLOWER SYSTEMS
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							

Step 1. Navigate to the **Manage Material** form, click on the **Non-Serialized** tab, click the **Return** tab.

Step 2. Enter the material's location in the **Location*** field (i.e. ARLINGTON).

NOTE: In Material Management this field is a **Super Location** field. Once a location is selected, dependent LOVs show only materials located at, or below, the super location's value.

Step 3. Select the **Return** tab.

Step 4. Select either the **Loaned** or **Issued** radio button.

Step 5. Optionally, enter documentation information and where the document is stored in the **Document** field.

Step 6. The **Effective Date** defaults and is the date the material was returned.

Step 7. In the **Stock Number** field select the material's internal stock number (assigned in the Catalog).

RETURN: NON-SERIALIZED MATERIALS

- The LOV opens and displays **only** the loaned materials. Select as appropriate.
- The Stock Number **must** be used when working with Non-Serialized materials, users are not dealing directly with Asset Identifiers.
- When clicking the **Tab** key, the **Quantity** (Loaned), **UOM**, and **Descriptives*** fields auto populate.

Step 8. Double-Click in the **To Location*** field and use the LOV to select the desired location where the materials will be returned.

- The LOV will display all locations within the Super Location. If Qty is displayed, then there it is a location that currently contains that item.
- When clicking the **Tab** key, the **To Steward** is populated if the location in which stock currently exists is chosen. The system will validate that the steward organization of the loaned asset and the to location is the same.
- Enter the quantity of the material that was returned in the **Quantity Returned** field.

Step 9. If a new location for the stock is selected, select the appropriate organization in the **To Steward** field.

Step 10. Click the tab key to move to the **Return from Information** sub-tab.

RETURN FROM INFORMATION

The Return From Information sub-tab is a read-only form that identifies the name of the steward organization, custodian and location from which a loaned material has been returned.

Ok	Effective Date	Stock Number
<input checked="" type="checkbox"/>	10/18/2013	0000
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

Steward	Custodian	Location*
SUNFLOWER SYSTEMS	MANAGER AGREEMENT 0	ARLINGTON__BUILDING__1

Step 11. The return from **Steward**, **Custodian**, and **Return from Location*** fields auto populate.

Step 12. Click the tab key several times to move to the **Reorder/Shelf-Life** sub-tab.

- When returning material to stock
 - The material that is being return must have the same Shelf Life Expiration Date or Inspection Due Date as the stock materials to which it is being returned.
 - When the material being returned is an existing stock asset then the reorder/shelf-life details will auto-populate (those details are read-only).
 - When the material being returned is returned to a new location then the reorder/shelf-life details must be entered.

Step 13. Click the tab key several times to move to the **User Fields** sub-tab.

- When returning material to stock
 - When the material being returned is an existing stock asset then the Global and User Field details will auto-populate (those details are read-only).
 - When the material being returned is returned to a new location then one must enter the Global and User Field details.

Step 14. Click the **Save** icon.

- The save process automatically populates the appropriate **OK** checkbox(es).
- Optionally, click the **Summary and History** icon and review the data changes.
- The **Message** field displays a system generated message upon saving that indicates **Complete** or displays an error.

Step 15. Click the **Print Material Return Ticket** button to generate a hard copy record of the return.

RETURN: NON-SERIALIZED MATERIALS

SunflowerEnterprise

Sunflower Enterprise - Production 5.0.0.0

Material Return Ticket

Management Reports Menu

Submit

Clear

Parameters

Display Options

Sorting and Grouping

File Output

Choose an output format

PDF

HTML

ASMA6020

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Build 20130920

Sunflower Enterprise

Material Return Ticket

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ASMA6020

10/18/2013 10:42

Transaction Type : Loan

Document : CUSTODIAN RECEIPT__000000003

Processed By : ONE ADM ADM01

Return Date/Time : 10/18/2013 10:42:11

Event Details :

Stock Number	Quantity	UOM	Unit Price	Total Value	From Steward	From Custodian	From Location
D333	2	EA	20.00	40.00	SUNFLOWER SYSTEMS	MANAGER AGREEMENT 0 AG001	ARLINGTON_BUILDING_1
Description : DELL_D333_COMPUTER PERSONAL							

Total Quantity: 2.00

Total Value: \$40.00

Returned By Signature: _____

Date: _____

REMOVE FROM STOCK: NON-SERIALIZED MATERIALS

On occasion one may need to remove materials from stock due to LDD (Lost, Damaged, Destroyed) situations or if the material is no longer being used. Sunflower treats this action similar to an issue transaction for other than standard consumption. Additionally, there is a Reason field that must be completed. The Reason entry is based upon business policy. The Manage Material form is used to remove materials.

NAVIGATION

- Click Mgmt
- Click Manage Material
- Click Non-Serialized tab
- Click Remove from Stock tab

Manage Material (Inventory Assets) - asmn2200

Location* LIVERMORE

Non-Serialized Serialized

Receipt Issue Loan Return Remove from Stock Adjust Relocate

Removal Information

Document* Clear Tab

Reason DESTROYED

Assets

Ok	Effective Date	Stock Number	Quantity Removed	Quantity	UOM	Retire if depleted?
<input checked="" type="checkbox"/>	09/26/2012	SN001	10.00	50.00	EA	<input checked="" type="checkbox"/> NON RECORDED SN001 NEW MATERIAL
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						

Message

Step 1. Navigate to the **Manage Material** form, click on the **Non-Serialized** tab, click the **Remove from Stock** tab.

Step 2. Enter the material's location in the **Location*** field (i.e. ARLINGTON).

NOTE: In Material Management this field is a **Super Location** field. Once a location is selected, dependent LOVs show only materials located at, or below, the super location's value.

Step 3. Select the **Remove from Stock** tab.

Step 4. Optionally, enter documentation information and where the document is stored in the **Document** field.

Step 5. The **Reason** field is a required field. The reason for removal is based upon Business Policy.

Step 6. The **Effective Date** defaults and is the date the material was removed from stock.

REMOVE FROM STOCK: NON-SERIALIZED MATERIALS

Step 7. In the **Stock Number** field enter the material's internal stock number (assigned in the Catalog).

NOTE: The LOV opens and displays all related materials within the super location including those currently on loan. Select as appropriate.

The Stock Number **must** be used when working with *Material Management*, users are not dealing with Asset Identifiers.

When clicking the **Tab** key, the **Quantity on Hand**, **UOM**, **Description***, **Remove from Steward**, **Remove from Custodian**, and **Remove from Location*** fields auto populate.

Step 8. Enter the quantity of the material that was removed in the **Quantity Removed** field.

Step 9. Optionally select (check) the **Retire if depleted?** checkbox.

NOTE: If the Quantity on Hand has been removed then one may retire the material at this location. By not selecting (unchecking) the checkbox, this material will remain at this location with zero quantity, allowing one to use this material again.

Step 10. Click the tab key to move to the **Removed Information** sub-tab.

REMOVED INFORMATION

The Removed Information sub-tab identifies the name of the steward organization, custodian and location from which material has been removed.

Location* WASHINGTON, DC

Non-Serialized Serialized

Receipt Issue Loan Return Remove from Stock Adjust Relocate

Removal Information

Document* Clear Tab

Reason LOST

Assets

Asset Details Removed Information

Ok	Effective Date	Stock Number	Steward	Custodian	Location*
<input checked="" type="checkbox"/>	10/12/2012	BRUSH	SUNFLOWER SYSTEMS		BUILDING_HCHB_ROOM_1
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					

Message

Step 11. Review the display-only information about the steward, custodian and location from which the material was removed.

Step 12. Click the **Save** icon.

- The save process automatically populates the appropriate **OK** checkbox(es).
- Optionally click the **Summary and History** icon and review the data changes.
- The **Message** field displays a system generated message upon saving that indicates **Complete** or displays an error.

ADJUST: NON-SERIALIZED MATERIALS

Adjustment of material stock is driven by specific business policies; if allowed, one can update the Quantity on Hand as often as required to reflect current stock availability. Enabling or disabling this feature is performed by the Sunflower Administrator through the Enter Registered Application Parameter Values form (as discussed in the Setup chapter). The number of materials may be adjusted up or down.

NAVIGATION

- Click Mgmt
- Click Manage Material
- Click Non-Serialized Tab
- Click Adjust Tab

Ok	Effective Date	Stock Number	Quantity	UOM	Retire if depleted? Descriptives*
<input checked="" type="checkbox"/>	09/26/2012	SCOPE	8.00	EA	<input checked="" type="checkbox"/> LLNL_SCOPE_SCOPE
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					

Step 1. Navigate to the **Manage Material** form, click on the **Non-Serialized** tab, click the **Adjust** tab.

Step 2. Enter the material's location in the **Location*** field (i.e. ARLINGTON).

NOTE: In Material Management this field is a **Super Location** field. Once a location is selected, dependent LOVs show only materials located at, or below, the super location's value.

Step 3. Select the **Adjust** tab.

Step 4. Optionally, enter documentation information and where the document is stored in the **Document** field.

Step 5. The **Effective Date** defaults and is the date the material was adjusted.

Step 6. In the **Stock Number** field enter the material's internal stock number (assigned in the Catalog).

- The LOV displays all materials in stock that are available within the super location.

- The Stock Number **must** be used when working with *Material Management*, users are not dealing directly with Asset Identifiers.
- When clicking the **Tab** key, the **Quantity on Hand**, **UOM**, **Description***, **Steward**, **Custodian**, and **Location*** fields auto populate.

Step 7. The **Quantity on Hand** defaults to the current on-hand quantity. Replace the default value with the adjusted (new or revised) Quantity on Hand, based upon the inventory or other method used.

Step 8. Optionally, select (check) the **Retire if depleted?** checkbox.

- If the Quantity on Hand has been removed then the material may be retired at this location. By not selecting (unchecking) the checkbox, this material will remain at this location with zero quantity, allowing users to use this material again.

Step 9. Click the tab key to move to the **Asset Details (2)** sub-tab.

ASSET DETAILS (2)

The Asset Details (2) sub-tab is an auto-populated read-only form that identifies the name of the steward organization, custodian and location from which material is adjusted.

Manage Material (Inventory Assets) - asmn2200

Location* WASHINGTON, DC

Non-Serialized Serialized

Receipt Issue Loan Return Remove from Stock Adjust Relocate

Adjustment Information

Document* Clear Tab

Assets

Ok	Effective Date	Stock Number	Quantity	UOM	Retire if depleted?	Descriptives*
<input checked="" type="checkbox"/>	10/12/2012	3801	1.00	EA	<input checked="" type="checkbox"/>	NON RECORDED_3" BOLTS__BOLTS
<input type="checkbox"/>					<input type="checkbox"/>	
<input type="checkbox"/>					<input type="checkbox"/>	
<input type="checkbox"/>					<input type="checkbox"/>	
<input type="checkbox"/>					<input type="checkbox"/>	
<input type="checkbox"/>					<input type="checkbox"/>	
<input type="checkbox"/>					<input type="checkbox"/>	
<input type="checkbox"/>					<input type="checkbox"/>	
<input type="checkbox"/>					<input type="checkbox"/>	
<input type="checkbox"/>					<input type="checkbox"/>	

Message

Step 10. View additional information about the material that is being adjusted.

Step 11. Click the **Save** icon.

- The save process automatically populates the appropriate **OK** checkbox(es).
- Optionally, click the **Summary and History** icon and review the data changes.
- The **Message** field displays a system generated message upon saving that indicates **Complete** or displays an error.

RELOCATE: NON-SERIALIZED MATERIALS

On occasion users may have loaned materials that were returned to locations other than the original location the materials were loaned from; or users may have received the same type of material in multiple locations. Sunflower allows users to not only relocate (sometime referred to as consolidate) all like material from multiple locations to a single location as well as consolidate multiple stock material assets to, or within, the same super location into a single stock asset. The Manage Material form is used to relocate (consolidate) material.

The following example illustrates how to consolidate material from multiple stock to a single material asset that is already available (*not* a new destination). The relocation of material to a new destination is not illustrated in detail but key points are provided as they relate to the creation of a new destination for material consolidation.

NAVIGATION

- Click Mgmt
- Click Manage Material
- Click Non-Serialized tab
- Click Relocate tab

The screenshot shows the 'Manage Material (Inventory Assets) - asmn2200' window. The 'Location*' field is set to 'LIVERMORE'. The 'Non-Serialized' tab is selected, and the 'Relocate' sub-tab is active. The 'Destination' section includes fields for 'Effective Date' (09/28/2012), 'Stock Number' (SCOPE), 'Quantity' (30.00), and 'UOM' (EA). The 'Source' section shows a list of materials with columns for 'Qty Relocated', 'Quantity', 'UOM', and 'Retire if depleted?'. Two materials are listed: 'BUILDING_MRL_ROOM_MRL' with 8.00 quantity and 'BUILDING_BLT_ROOM_BLT_B' with 4.00 quantity. The 'Message' field at the bottom is empty.

- Step 1. Navigate to the **Manage Material** form, click on the **Non-Serialized** tab, then the **Relocate** tab.
- Step 2. Enter the materials location in the **Location*** field (i.e. ARLINGTON).
- In Material Management this field is a **Super Location** field. Once a location is selected, dependent LOVs show only materials located at, or below, the super location's value.
 - To relocate materials to a new destination, click **New?** checkbox.
- Step 3. The **Effective Date** defaults and is the date the materials were relocated/consolidated.

Step 4. In the **Stock Number** field enter the material's internal stock number (assigned in the Catalog).

- If consolidating to an existing stock (the **New?** checkbox is **de-selected**), then the LOV displays all available stock materials and associated quantities that are located within the super location. Select a **Stock Number**. If consolidating material to existing stock, then when clicking the Tab key, the **Quantity**, **UOM**, and **Location*** fields auto populate. Go to Step 6.
- If relocating material to a new location (the **New?** checkbox is **selected**), then the LOV displays all stock materials available within the system. Enter the details for the **Stock Number**, **Unit of Measure** and **Location** field.

Step 5. From the LOV, select the location to which one intends to consolidate the materials. The **Location*** is the location where the materials are being relocated.

Step 6. Optionally, enter documentation information and where the document is stored in the **Document** field.

Step 7. If the **Relocate** form has been extended, specify additional data in the **Global User Fields*** or **User Fields***. This field is opened by double-clicking in the field, clicking the **Edit** icon, or using **Ctrl+E**.

Step 8. In the Source block, the **Location*** field defaults, based upon the Stock Number entered in the **Destination** (upper) block. Based upon the Stock Number entered in the **Destination** (upper) block, one or more assets within the super location, detailing the locations and associated quantities will display, in the **Source** (lower) block. Select the desired asset,

- If only one asset is available then the field will auto-populate.
- If more than one asset is available a LOV will display.
- Select (check) the **Consolidate?** checkbox **only** for those line items that are to be consolidated.

Step 9. The **Quantity Relocated** field defaults to the existing quantity of materials at that location. If this quantity is not changed, the system will automatically consolidate the entire quantity at this location.

Step 10. If, for any reason, one only want to consolidate some of the materials then one must replace the default quantity with the actual quantity of materials to be consolidated.

Step 11. The **Quantity** field defaults to the existing quantity at that location.

- Upon saving the **Quantity on Hand** automatically displays the revised quantity based upon how many materials were consolidated from that location.

Step 12. The **UOM** (Unit of Measure) field defaults, based upon the Catalog data.

Step 13. Optionally, select (check) the **Retire if depleted?** checkbox.

- If the last material has been removed from a given location as a result of consolidation (the Quantity on Hand field indicates zero (0) for that material) then one will automatically retire the material from that location.

Step 14. Click the tab key two times to move to the **Reorder/Shelf-Life** sub-tab.

- When relocating material
 - The material that is relocated must have the same Shelf Life Expiration Date or Inspection Due Date as the stock materials to which it is consolidated.
 - When the material is relocated to existing stock then the reorder/shelf-life details will auto-populate (those details are read-only).
 - When the material is relocated to a new location then enter the reorder/shelf-life details.

Step 15. Click the **Save** icon.

- The save process automatically populates the appropriate **OK** checkbox(es).
- Optionally, click the **Summary and History** icon and review the data changes.
- The **Message** field displays a system generated message upon saving that indicates **Complete** or displays an error.

MANAGE SERIALIZED MATERIALS

Serialized materials include any item tracked by a stock number and a serial number. In addition, users have the option of specifying an asset identifier. If an identifier is not specified, then the system will automatically generate the next sequential asset identifier.

The **Manage Material** form is the form that will be used to manage Serialized materials. The form has a multi-tabbed structure. First, select either Non-Serialized or Serialized depending upon the type of material that the organization is working with. Once selected, another set of tabs will display the transactions available for the type of material selected. The Serialized material transaction tabs are described in the table below. The following sections will discuss in further detail how to use the tabs in this form to manage Serialized materials.

Additional user fields can be configured within each module for each transaction type with the exception of Receipts. If user fields have been configured for a transaction type, **Event Details*** field will be displayed in the Transaction block. If user fields have not been configured, the field will not be displayed. Please refer to the Administrator User Guide for more information.

NAVIGATION

- Click Agree/Mgmt/Inactive
- Click Manage Materials
- Click Serialized Tab

Manage Material (Inventory Assets) - asmn2200

Location* WASHINGTON, DC

Non-Serialized Serialized

Receipt Issue Return Remove from Stock Relocate

Receipt Information

Initial Event PURCHASE Clear Tab

User Fields*

Steward SUNFLOWER SYSTEMS Document*

Assets

Asset Details Asset Details (2) User Fields

Ok	Effective Date	Stock Number	Identifier	Serial Number	Total Price	Location*
<input checked="" type="checkbox"/>	10/12/2012	STKD1	EXAMPLE1	EXAMPLE1	\$1.00	BUILDING_HCHB_ROOM_00
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						

Message

TAB	PURPOSE
Receipt	Receive material.
Issue	Issue materials to an asset or location with the expectation that the material will not be returned.
Return	The process of receiving previously issued materials back into stock.
Remove from Stock	The process of removing old/out-dated, lost, damaged or destroyed items from stock of materials.
Relocate	The process moving Serialized assets from one location to another within the same super location.

RECEIPT: SERIALIZED MATERIALS

One of the most common transactions that will be performed in Materials Management is to receive material. Each Serialized material item being received must be recorded on a separate line within the Serialized Receipt tab. Receipt of materials can be performed in the Agreement (Agree), Inventory Management (Mgmt), or Inactive modules; which module used will depend on the module from which the organization plans to manage the material. **This user guide will use the Inventory Management module to illustrate and describe the examples provided in this guide unless noted otherwise.**

TERM	PURPOSE
Receipt	Create a record of materials that have been received into inventory on or within a selected super location.

ASSET DETAILS

Use the following steps as a guideline to receive or replenish materials:

NAVIGATION

- Click Mgmt
- Click Manage Material
- Click Serialized Tab
- Click Receipt Tab

Ok	Effective Date	Stock Number	Identifier	Serial Number	Total Price	Location*
<input checked="" type="checkbox"/>	09/28/2012	SN001	EXAMPLE1	EXAMPLE1	\$100.00	BUILDING 0000 ROOM 100
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						

- Step 1. Navigate to the **Manage Material** form. The **Serialized** tab, **Receipt** tab and **Asset Details** sub-tab display by default.
- Step 2. Enter the material location in the **Location*** field.

NOTE: In Material Management this field is a **Super Location** field. Once a location is selected, dependent LOVs in the lower sections display only materials located at, or below, the super location's value.

Step 3. In the Receipt Information section enter the method of acquisition in the **Initial Event Type** field (i.e. PURCHASE).

Step 4. Enter additional details in the **User Fields** field based on the selected Initial Event type.

Step 5. Enter or select the steward organization from the LOV in the **Steward Organization** field.

Step 6. Optionally, enter documentation information and where the document is stored in the **Document** field.

Step 7. In the Assets section, the **Effective Date** defaults to the current date.

Step 8. In the **Stock Number** field, enter the material's internal stock number (assigned in the Catalog).

- The **Stock Number** must be used when working with materials;
- Use the list of values (LOV) if the stock number is unknown.

Step 9. Optionally, enter the ID in the **Asset Identifier** field.

NOTE: If left blank, the system will automatically generate an ID.

Step 10. Enter the serial number in the **Serial Number** field.

Step 11. Enter the **Total Price** of the stock.

Step 12. Enter a general or specific location for the material in the **Location*** field.

- The LOV will only display locations at or below the super location.
- If attempting to receive a new asset at a location that already has stock, then a warning message will be received.

Step 13. Click the **Tab** key to move from the **Asset Details** tab and display the **Asset Details (2)** tab.

NAVIGATION TIP: One can navigate from one sub-tab to the next by placing the cursor in the last field of a tab and clicking the Tab key. Or, manually change tabs by clicking the title of the sub-tab.

ASSET DETAILS (2)

Manage Material (Inventory Assets) - admin2200

Location* WASHINGTON, DC

Non-Serialized Serialized

Receipt Issue Return Remove from Stock Relocate

Receipt Information

Initial Event PURCHASE Clear Tab

User Fields*

Steward SUNFLOWER SYSTEMS Document*

Assets

Asset Details Asset Details (2) User Fields

Ok	Effective Date	Stock Number	Activity Status	Shelf Life? Expiration Date	Extendible? Inspection Due	Descriptives*
<input checked="" type="checkbox"/>	10/12/2012	BRUSH2	IN SERVICE	<input checked="" type="checkbox"/> 08/13/2012	<input type="checkbox"/>	JW BRUSHES__BRUSH2__BRUSH
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	

Message

Step 14. Enter or select the appropriate status in the **Activity Status** field.

- If no value is identified, then the default activity status is assigned to the asset.
- Click the **Tab** key to move from the **Asset Details (2)** tab and display the **User Fields** tab.

Step 15. If, at the Catalog level,

- The stock item is defined as shelf life capable, then the **Shelf Life** checkbox will be checked on the Manage Material form and the **Expiration Date** must be provided.
- The stock item is defined as shelf life is extendible, then the Extendible checkbox will be checked on the Manage Material form and the **Inspection Due Date** must be provided.

Step 16. Review the Descriptives of the material being received.

Step 17. Press the **Tab** key to move to the **User Fields** Tab.

USER FIELDS

The screenshot shows the 'Manage Material (Inventory Assets)' window with the 'Serialized' tab selected. The 'Receipt Information' section includes 'Initial Event' set to 'PURCHASE', 'User Fields*' set to 'SUNFLOWER SYSTEMS', and 'Steward' set to 'SUNFLOWER SYSTEMS'. The 'Assets' section has a table with columns 'Ok', 'Effective Date', and 'Stock Number'. The first row is checked and contains '10/12/2012' and 'BRUSH2'. To the right, the 'User Fields' sub-tab is active, showing 'Global User Fields*' with 'EXAMPLE' and 'User Fields*' with '20'. A 'Message' field is at the bottom.

Ok	Effective Date	Stock Number
<input checked="" type="checkbox"/>	10/12/2012	BRUSH2
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

Step 18. Double-click to open the **Global User Fields**. Enter data as required.

Step 19. Double-click to open the **User Fields**. Enter data as required.

Step 20. Click the **Save** icon.

- The save process automatically populates the appropriate **OK** checkbox(es).
- Clicking the **Summary and History** icon displays the Summary and History form, where an **Identifier** is automatically System Generated.

Step 21. The **Message** field displays a system generated message upon saving that indicates **Complete** or displays an error.

ISSUE: SERIALIZED MATERIALS

Once materials have been received, users can then issue them as required to either an asset or a location. Serialized materials can be issued internally only. The Manage Material form is used to issue materials.

ISSUE TO AN ASSET

If the Serialized item is being issued with the intention that it will be connected into the larger asset, then record an issue to an Asset. The Serialized asset record will be updated with the information provided on the form or the information of the 'To Asset' if no information is provided.

NAVIGATION

- Click Mgmt
- Click Manage Material
- Click Serialized Tab
- Click Issue tab

The screenshot shows the 'Manage Material (Inventory Assets) - asmn2200' window. The 'Serialized' tab is selected. The 'Issue' sub-tab is active. In the 'Issue Information' section, the 'Issue to Asset' radio button is selected. The 'To Location*' field is set to 'ARLINGTON'. The 'To Identifier' is 'JW3' and the 'Item Description' is 'HEWLETT-PACKARD_9000_COMPUTER MINI'. The 'To Custodian Identifier' is '050598', 'Last Name*' is 'DOE', 'First' is 'JOHN', and 'Mid' is empty. The 'To Steward' is 'SUNFLOWER SYSTEMS'. Below this is a table of assets. The first row is selected, showing '09/28/2012' as the effective date, 'SN001' as the stock number, 'SN001SER' as the identifier and serial number, 'INACTIVE' as the activity status, and 'BUILDING_100_ROOM_123' as the from location.

Ok	Effective Date	Stock Number	Identifier	Serial Number	Activity Status	From Location*
<input checked="" type="checkbox"/>	09/28/2012	SN001	SN001SER	SN001SER	INACTIVE	BUILDING_100_ROOM_123
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						

- Step 1. Navigate to the **Manage Material** form, click the **Serialized** tab, click the **Issue** tab.
- Step 2. Enter the material's location in the **Location*** field (i.e. ARLINGTON).
- NOTE: In Material Management this field is a **Super Location** field. Once a location is selected, dependent LOVs show only materials located at, or below, the super location's value.
- Step 3. Select the **Issue** tab.
- Step 4. In the **Issue Information** section, verify that the **Issue to Asset** radio button is enabled.

Step 5. Enter the asset identifier to which the material item is being issued in the **To Identifier** field.

Step 6. Enter the location to which the item is issued in the **To Location** field.

Step 7. If a location is not specified, then the Serialized asset location will be determined by the location of the **To Identifier**.

Step 8. Enter the person to whom the item is issued in the **To Custodian** field (optional).

NOTE: The person must be in the Sunflower People table, even if they are not a part of the internal organization.

NOTE: If a custodians not specified, then the Serialized asset custodian will be determined by the **To Identifier**.

Step 9. Enter the organization's name (or select from the LOV) that the material is being issued to in the **To Steward** field.

NOTE: If a steward is not specified, then the Serialized asset steward will be determined by the **To Asset**.

Step 10. Enter documentation information and where the document is stored in the **Document** field.

Step 11. In the **Assets** section, the **Effective Date** defaults and is the date the material was issued (used to provide Asset History).

Step 12. In the **Stock Number** field, enter the material's internal stock number (i.e. **101**) assigned in the Catalog. Use the LOV to select an item based upon the asset id, serial number, and current location of the current inventory of that stock number within the Super Location.

NOTE: Users may alternately navigate to the Identifier field and enter the Identifier of the Serialized asset.

NOTE: When clicking the **Tab** key, the **Asset Identifier**, **Serial Number**, **Activity Status**, **Issued from Location***, and **Descriptives*** fields auto populate.

Step 13. Review the ID of the item in the **Asset Identifier** field.

Step 14. Review the serial number of the item in the **Serial Number** field.

Step 15. Optionally, select the appropriate activity status from the LOV in the **Activity Status** field.

Step 16. Click the **Save** icon, which automatically populates the appropriate **OK** checkbox(es).

- The **Message** field displays a system generated message upon saving that indicates **Complete** or displays an error.
- Optionally, click the **Summary and History** icon to display changes to issued materials.

- When the **Summary and History** form displays view the **Timeline** tab to see the changes. Select the **Details** Tab, view the data, and then click the **Interest Details** button.

Step 17. Click the **Print Material Receipt Ticket** after completing the receipt transaction to print a record of the materials.

ISSUE TO A LOCATION

If the Serialized item is being issued from the inventory and it will not be connected into another asset, then record an issue to a Location. The Serialized asset record will be updated with the information provided on the form

NAVIGATION

- Click Mgmt
- Click Manage Material
- Click Serialized Tab
- Click Issue tab

The screenshot shows the 'Manage Material (Inventory Assets)' form. At the top, there's a 'Location*' field. Below it, the 'Serialized' tab is selected. The 'Issue' sub-tab is active, showing 'Issue Information' with radio buttons for 'Issue To Asset' and 'Issue To Location' (selected). Fields include 'To Identifier', 'To Location*', 'To Custodian Identifier', and 'To Steward'. There are also fields for 'Last Name*', 'First', 'Mid', and 'Document*'. A 'Print Material Receipt Ticket' button is present. Below the issue information is an 'Assets' table with columns: 'Ok', 'Effective Date', 'Stock Number', 'Identifier', 'Serial Number', 'Activity Status', and 'From Location*'. The table has several rows with empty fields. A 'Message' field is at the bottom.

- Step 1.** Navigate to the **Manage Material** form, click the **Serialized** tab, click the **Issue** tab.
- Step 2.** Enter the material's location in the **Location*** field (i.e. ARLINGTON).
- NOTE: In Material Management this field is a **Super Location** field. Once a location is selected, dependent LOVs show only materials located at, or below, the super location's value.
- Step 3.** Select the **Issue** tab.
- Step 4.** In the **Issue Information** section Verify that the **Issue to Location** radio button is enabled.
- Step 5.** Enter the location to which the item is issued in the **To Location** field.
- Step 6.** Optionally, enter the person to whom the item is issued in the **To Custodian Identifier** field.
- NOTE: The person must be in the Sunflower People table, even if they are not a part of the internal organization.

Step 7. Optionally, enter the organization's name (or select from the LOV) that the material is being issued to in the **To Steward** field.

Step 8. Enter documentation information and where the document is stored in the **Document** field.

Step 9. In the **Assets** section, the **Effective Date** defaults and is the date the material was issued (used to provide Asset History).

Step 10. In the **Stock Number** field, enter the material's internal stock number (i.e. **101**) assigned in the Catalog. Use the LOV to select an item based upon the asset id, serial number, and current location of the current inventory of that stock number within the Super Location.

NOTE: Users may alternately navigate to the Identifier field and enter the Identifier of the Serialized asset.

NOTE: When clicking the **Tab** key, the **Asset Identifier**, **Serial Number**, **Activity Status**, **Issued from Location***, and **Descriptives*** fields auto populate.

Step 11. Review the ID of the item in the **Asset Identifier** field.

Step 12. Review the serial number of the item in the **Serial Number** field.

Step 13. Optionally, select the appropriate activity status from the LOV in the **Activity Status** field.

Step 14. Click the **Save** icon, which automatically populates the appropriate **OK** checkbox(es).

- The **Message** field displays a system generated message upon saving that indicates **Complete** or displays an error.
- Optionally, click the **Summary and History** icon to display changes to issued materials.
 - When the **Summary and History** form displays view the **Timeline** tab to see the changes. Select the **Details** Tab, view the data, and then click the **Interest Details** button.

Step 15. Click the **Print Material Receipt Ticket** after completing the receipt transaction to print a record of the materials.

NOTE: See Material Receipt Ticket Report section for additional details.

RETURN: SERIALIZED MATERIALS

For Serialized material, the Return tab facilitates the receipt of previously issued Serialized material into stock.

NAVIGATION

- Click Mgmt
- Click Manage Material
- Click Serialized tab
- Click Return tab

The screenshot shows the 'Manage Material (Inventory Assets)' form with the 'Serialized' tab selected. The 'Return' sub-tab is active. The 'Location*' field is set to 'LIVERMORE'. The 'Return Information' section has 'Location*' set to 'BUILDING__101__ROOM__121' and a 'Document*' field. The 'Assets' section contains a table with columns: 'Ok', 'Effective Date', 'Stock Number', 'Serial Number', 'To Location*', 'To Steward', and 'Activity Status'. The first row is populated with: '10/18/2013', '0333', '25', 'BUILDING__101__ROOM__121', 'SUNFLOWER SYSTEMS', and 'IN SERVICE'. A 'Message' field is at the bottom.

Ok	Effective Date	Stock Number	Serial Number	To Location*	To Steward	Activity Status
<input checked="" type="checkbox"/>	10/18/2013	0333	25	BUILDING__101__ROOM__121	SUNFLOWER SYSTEMS	IN SERVICE
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						

- Step 1. Navigate to the **Manage Material** form, click on the **Serialized** tab, click the **Return** tab.
- Step 2. Enter the material's location in the **Location*** field (i.e. ARLINGTON).
- NOTE: In Material Management this field is a **Super Location** field. Once a location is selected, dependent LOVs show only materials located at, or below, the super location's value.
- Step 3. Select the **Return** tab.
- Step 4. In the Return Information section, enter the location the item is to be returned to in the **To Location** field.
- Step 5. Optionally, enter documentation information and where the document is stored in the **Document** field.
- Step 6. In the Asset section, the **Effective Date** defaults and is the date the material was returned.

RETURN: SERIALIZED MATERIALS

Step 7. In the **Stock Number** field enter the material's internal stock number (assigned in the Catalog). The LOV opens and displays **only** Serialized material outside of the super location. Select the appropriate item based upon the serial number and asset identifier.

NOTE: Users may alternately navigate to the **Identifier** field on Asset Details (2) tab and enter the Identifier of the Serialized asset.

- When clicking the **Tab** key, the **Serial Number, To Steward, Activity Status, Identifier, and Descriptives*** fields auto populate.

Step 8. If the item is being returned to a different location than indicated in the Return block, then enter the appropriate location in the **To Location** field.

NOTE: This is useful if multiple items are being returned and only one item out of the group is being returned to a different location. The location of the majority of items should be entered in the Return block and the To Location of the single item can be displayed in the assets block.

Step 9. Optionally, select the appropriate activity status from the LOV in the **Activity Status** field.

Step 10. Optionally, select the appropriate steward organization from the LOV in the **To Steward** field.

Step 11. Click the tab key to move to the **Asset Details (2)** sub-tab.

Manage Material (Inventory Assets) - asmr/z200

Location* LIVERMORE

Non-Serialized Serialized

Receipt Issue Return Remove from Stock Relocate

Return Information

Location* BUILDING_101_ROOM_121 Clear Tab

Document* Print Material Return Ticket

Assets

Ok	Effective Date	Stock Number	Identifier	Descriptives*	Shelf Life?	Expiration Date	Extendible?	Inspection Due	Parents	Children
<input checked="" type="checkbox"/>	10/18/2013	0000	25	DELL_0333_COMPUTER PERSC	<input type="checkbox"/>		<input type="checkbox"/>	0	0	0
<input type="checkbox"/>					<input type="checkbox"/>		<input type="checkbox"/>			
<input type="checkbox"/>					<input type="checkbox"/>		<input type="checkbox"/>			
<input type="checkbox"/>					<input type="checkbox"/>		<input type="checkbox"/>			
<input type="checkbox"/>					<input type="checkbox"/>		<input type="checkbox"/>			
<input type="checkbox"/>					<input type="checkbox"/>		<input type="checkbox"/>			
<input type="checkbox"/>					<input type="checkbox"/>		<input type="checkbox"/>			
<input type="checkbox"/>					<input type="checkbox"/>		<input type="checkbox"/>			
<input type="checkbox"/>					<input type="checkbox"/>		<input type="checkbox"/>			
<input type="checkbox"/>					<input type="checkbox"/>		<input type="checkbox"/>			

Message

Step 12. Review the information on the **Asset Details (2)** sub-tab. The information displayed on this tab defaults after selecting the item that is being returned.

NOTE: The **Parent** and **Child** fields indicate the number of parent or child assets associated with this item. If a parent or child item exists, the relationship between these asset should be examined and either (1) the relationship should be updated or (2) the other related items should be returned as well.

Step 13. Click the tab key several times to move to the **Return From Information** sub-tab.

Ok	Effective Date	Stock Number	Steward	Custodian Identifier	Location*
<input checked="" type="checkbox"/>	10/18/2013	0588	SUNFLOWER SYSTEMS	ONE ADM ADM01	ARLINGTON
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					

Step 14. Review the information on the **Return From Information** sub-tab. The information displayed on this tab defaults after selecting the item that is being returned.

Step 15. Click the **Save** icon, which automatically populates the appropriate **OK** checkbox(es).

- The **Message** field displays a system generated message upon saving that indicates **Complete** or displays an error.
- Optionally, click the **Summary and History** icon to display changes to returned materials.
 - When the **Summary and History** form displays view the **Timeline** tab to see the changes. Select the **Details** Tab, view the data, and then click the **Interest Details** button.

Step 16. Click the **Print Material Return Ticket** button to generate a hard copy record of the return.

RETURN: SERIALIZED MATERIALS

Sunflower Enterprise
ASMA6020

Material Return Ticket

Page 2 of 3
10/18/2013 10:50

Transaction Type : Issue

Document :

Processed By : ONE ADM ADM01

Return Date/Time : 10/18/2013 10:50:15

Event Details :

Stock Number	Quantity	UOM	Unit Price	Total Value	From Steward	From Custodian	From Location
D333	1	EA	1,000.00	1,000.00	SUNFLOWER SYSTEMS	ONE ADM ADM01	ARLINGTON

Serial Number : 25

Description : DELL_D333_COMPUTER PERSONAL

Total Quantity: 1.00

Total Value: \$1,000.00

Returned By Signature: _____

Date: _____

REMOVE FROM STOCK: SERIALIZED MATERIALS

On occasion one may need to remove materials from stock due to LDD (Lost, Damaged, Destroyed) situations or if the material is no longer being used. For Serialized material, the material item will be retired if it is removed from stock. Additionally, there is a Reason field that must be completed. The Reason entry is based upon business policy. The Manage Material form is used to remove materials.

NAVIGATION

- Click Mgmt
- Click Manage Material
- Click Serialized tab
- Click Remove from Stock tab

The screenshot shows the 'Manage Material (Inventory Assets)' form with the title bar 'asmm2200'. The 'Location*' field is set to 'LIVERMORE'. The 'Serialized' tab is selected, and the 'Remove from Stock' sub-tab is active. The 'Removal Information' section contains a 'Document*' field with a 'Clear Tab' button and a 'Reason' field set to 'LOST'. The 'Assets' section has two sub-tabs: 'Asset Details' and 'Removed Information'. The 'Asset Details' sub-tab is active, showing a table with columns: 'Ok', 'Effective Date', 'Stock Number', 'Identifier', 'Serial Number', 'Descriptives*', 'Parents', and 'Children'. The first row is highlighted with a blue background and contains the following data: 'Ok' (checked), 'Effective Date' (09/28/2012), 'Stock Number' (SN001), 'Identifier' (SN001SER), 'Serial Number' (SN001SER), 'Descriptives*' (NON RECORDED__SN001__NEW MATERIAL), 'Parents' (0), and 'Children' (0). Below the table is a 'Message' field.

Ok	Effective Date	Stock Number	Identifier	Serial Number	Descriptives*	Parents	Children
<input checked="" type="checkbox"/>	09/28/2012	SN001	SN001SER	SN001SER	NON RECORDED__SN001__NEW MATERIAL	0	0
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							

Step 1. Navigate to the **Manage Material** form, click on the **Serialized** tab, click the **Remove from Stock** tab.

Step 2. Enter the material's location in the **Location*** field (i.e. ARLINGTON).

NOTE: In Material Management this field is a **Super Location** field. Once a location is selected, dependent LOVs show only materials located at, or below, the super location's value.

Step 3. Select the **Remove from Stock** tab.

Step 4. Optionally, enter documentation information and where the document is stored in the **Document** field.

Step 5. The **Reason** field is a required field. The reason for removal is based upon Business Policy and can be selected from the LOV.

Step 6. The **Effective Date** defaults and is the date the material was removed from stock.

Step 7. In the **Stock Number** field, enter the material's internal stock number (i.e. **101**) assigned in the Catalog. Use the LOV to select an item based upon the asset id, serial number, and current location of the current inventory of that stock number within the Super Location.

- The LOV opens and displays all Serialized material items within the super location. Select as appropriate.
- Users may alternately navigate to the Identifier field and enter the Identifier of the Serialized asset.
- When clicking the **Tab** key, the **Asset Identifier**, **Serial Number**, and **Descriptives*** fields auto populate.

Step 8. Click the tab key to move to the **Removed Information** sub-tab.

REMOVED INFORMATION

The Removed Information sub-tab identifies the name of the steward organization, custodian and location from which material has been removed.

The screenshot shows the 'Manage Material (Inventory Assets)' window with the title bar 'asmm2200'. The 'Location*' field is set to 'WASHINGTON, DC'. The 'Serialized' tab is selected. The 'Remove from Stock' button is highlighted. The 'Removal Information' section shows 'Document*' and 'Reason' (REJECTED). The 'Assets' section has a table with columns 'Ok', 'Effective Date', 'Stock Number', 'Steward', 'Custodian Identifier', and 'Location*'. The first row is selected, showing '10/12/2012', 'BOOK', 'SUNFLOWER SYSTEMS', and 'BUILDING_HCHB_ROOM_1'. A 'Message' field is at the bottom.

Ok	Effective Date	Stock Number	Steward	Custodian Identifier	Location*
<input checked="" type="checkbox"/>	10/12/2012	BOOK	SUNFLOWER SYSTEMS		BUILDING_HCHB_ROOM_1
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					

Step 9. Review the display-only information about the steward, custodian and location from which the material was removed.

Step 10. Click the **Save** icon.

- The save process automatically populates the appropriate **OK** checkbox(es).
- Optionally click the **Summary and History** icon and review the data changes.
- The **Message** field displays a system generated message upon saving that indicates **Complete** or displays an error.

RELOCATE: SERIALIZED MATERIALS

On occasion one may need to move items to different locations within the warehouse. Sunflower allows Serialized assets to be relocated from one location to another within the location. The Manage Material form is used to relocate material.

NAVIGATION

- Click Mgmt
- Click Manage Material
- Click Serialized tab
- Click Relocate tab

The screenshot shows the 'Manage Material (Inventory Assets) - asmn2200' window. The 'Location*' field is set to 'LIVERMORE'. The 'Serialized' tab is selected, and the 'Relocate' sub-tab is active. The 'Destination' section has 'Location*' set to 'BUILDING_0000_ROOM_10003'. The 'Assets' section contains a table with columns: 'Ok', 'Effective Date', 'Stock Number', 'Identifier', 'Serial Number', 'Activity Status', and 'To Location*'. The first row is selected, showing '09/28/2012', 'SQUID', 'FED12355', 'FED12355', 'IN SERVICE', and 'BUILDING_0000_ROOM_10003'.

Ok	Effective Date	Stock Number	Identifier	Serial Number	Activity Status	To Location*
<input checked="" type="checkbox"/>	09/28/2012	SQUID	FED12355	FED12355	IN SERVICE	BUILDING_0000_ROOM_10003
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						

- Step 1. Navigate to the **Manage Material** form, click on the **Serialized** tab, and click the **Relocate** tab.
- Step 2. Enter the materials location in the **Location*** field (i.e. ARLINGTON).
- In Material Management this field is a **Super Location** field. Once a location is selected, dependent LOVs show only materials located at, or below, the super location's value.
- Step 3. In the Destination section, enter the location that the item will be relocated to in the **Location** field
- Step 4. Optionally, enter documentation information and where the document is stored in the **Document** field.
- Step 5. In the Assets section, the **Effective Date** defaults and is the date the materials were relocated.
- Step 6. In the **Stock Number** field, enter the material's internal stock number (i.e. 101) assigned in the Catalog. Use the LOV to select an item based upon the asset id, serial number, and current location from the list of current inventory items within the Super Location.

- The LOV opens and displays all Serialized material items within the superlocation. Select as appropriate.
- Users may alternately navigate to the Identifier field and enter the Identifier of the Serialized asset.
- When clicking the **Tab** key, the **Identifier**, and **Serial Number** fields auto populate.

Step 7. Enter the location the item will be relocated to in the **To Location*** field.

Step 8. Click tab to move the **Asset Details(2)** sub-tab.

The screenshot shows the 'Manage Material (Inventory Assets) - asmm2200' window. At the top, the 'Location*' field is set to 'WASHINGTON, DC'. Below this, there are tabs for 'Non-Serialized' and 'Serialized', with 'Serialized' being the active tab. Under the 'Serialized' tab, there are sub-tabs: 'Receipt', 'Issue', 'Return', 'Remove from Stock', and 'Relocate', with 'Relocate' being the active sub-tab. The 'Destination' section contains a 'Location*' field set to 'BUILDING_650' and a 'Document*' field. Below this, the 'Assets' section is visible. It has three sub-tabs: 'Asset Details', 'Asset Details (2)', and 'Item Description', with 'Asset Details (2)' being the active sub-tab. The 'Assets' table has columns: 'Ok', 'Effective Date', 'Stock Number', 'Location*', 'Shelf Life? Expiration Date', and 'Extendible? Inspection Due'. The first row is highlighted in light blue and contains the following data: 'Ok' (checkbox), 'Effective Date' (10/12/2012), 'Stock Number' (BOOK1), 'Location*' (BUILDING_HCHB_ROOM_1), 'Shelf Life? Expiration Date' (checkbox), and 'Extendible? Inspection Due' (checkbox). Below the table, there is a 'Message' field.

Step 9. Review the **Descriptives*** and Shelf Life information displayed.

Step 10. Click tab to move to view the **Item Description** sub-tab.

ITEM DESCRIPTION

The screenshot shows a software window titled "Manage Material (Inventory Assets) - asmm2200". It has a "Location*" field with "WASHINGTON, DC". Below are tabs for "Non-Serialized" and "Serialized". Under "Serialized", there are buttons for "Receipt", "Issue", "Return", "Remove from Stock", and "Relocate". A "Destination" section contains "Location*" with "BUILDING_650" and a "Clear Tab" button, and an empty "Document*" field. The "Assets" section has sub-tabs "Asset Details", "Asset Details (2)", and "Item Description". The "Item Description" sub-tab is active, showing a table with columns: "Ok", "Effective Date", "Stock Number", "Descriptors*", "Parents", and "Children". The first row has "Ok" checked, "Effective Date" as "10/12/2012", "Stock Number" as "BOOK1", "Descriptors*" as "RJW_BOOK1_BOOK", "Parents" as "0", and "Children" as "0". Below the table is a "Message" field.

Ok	Effective Date	Stock Number	Descriptors*	Parents	Children
<input checked="" type="checkbox"/>	10/12/2012	BOOK1	RJW_BOOK1_BOOK	0	0
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					

Step 11. The **Description** field automatically populates.

Step 12. Click the **Save** icon.

- The save process automatically populates the appropriate **OK** checkbox(es).
- Optionally click the **Summary and History** icon and review the data changes.
- The **Message** field displays a system generated message upon saving that indicates **Complete** or displays an error.

PERFORM A MATERIAL SEARCH

Use the Material Search form to search for Serialized and Non-Serialized material. The form is divided into two blocks. Use the upper block to specify the search criteria by entering criteria into one or more fields and run the query. Query results will display in the second block of the form.

- NAVIGATION
- Click Mgmt
 - Click Material Search

The screenshot shows a web application window titled "Material Search - asmr2230". It contains two main sections: "Search Criteria" and "Assets".

Search Criteria:

- Stock Number:
- Serial Number:
- Agreement Identifier:
- Location:
- Identifier:
- Activity Status:
- Type:

Below the input fields are several checkboxes: ☐ Agreement Assets, ☐ Excess Assets, ☐ Financial Assets, ☐ Inactive Assets, ☒ Inventory Assets, and ☐ Subset Assets.

Assets:

A table displays the search results. The first column, "Serialized?", has a dropdown menu currently set to "Serialized?".

Serialized?	Stock Number	Serial Number	Location	Quantity	UOM	Unit Price
<input checked="" type="checkbox"/>	STK01	NM-MTAS-1	ARLINGTON, VA	1	EA	\$1.00
<input type="checkbox"/>	STK01		ARLINGTON, VA_BUILDING_1801	99	EA	\$1.05
<input type="checkbox"/>	STK01		ARLINGTON, VA_BUILDING_1801	100	EA	\$1.00
<input type="checkbox"/>	STK01		ARLINGTON, VA_BUILDING_1801	239	EA	\$2.00
<input checked="" type="checkbox"/>	STK01	NM-MTAS-2	ARLINGTON, VA_BUILDING_1801	1	EA	\$20.00
<input type="checkbox"/>	STK01		ARLINGTON, VA_BUILDING_1801	52	EA	\$20.00
<input type="checkbox"/>	STK01		ARLINGTON, VA_BUILDING_1801	6	EA	\$2.00
<input checked="" type="checkbox"/>	STK01	NM-MTAS-3	LIVERMORE, CA	1	EA	\$100.00
<input type="checkbox"/>						
<input type="checkbox"/>						

At the bottom of the table is a "Report" button.

- Step 1. Navigate to the **Material Search** form.
- Step 2. Enter the criteria. (In this case the search criteria specified is used to search for all Materials located in BUILDING 123 in ARLINGTON.)
- Step 3. Click the **Query** icon to execute the query.
- Step 4. Optionally, click the **Report** button to generate a report output of the results.

AGREEMENT MODULE MATERIALS MANAGEMENT

The Materials Management feature supports the Sunflower Assets Inventory Management, Inactive, and Agreement modules. The previous sections of this chapter used the Inventory Management module as an example, which works the same for the Inactive and Agreements modules.

The Agreements module differs slightly from the other two modules in that specific agreement related data must be selected or entered, which is the focus of this section.

In addition to selecting a location, the user must select an agreement from the list of values when entering the Manage Material Form. All material transactions completed in the form will be credited to that agreement. If material is transferred between agreements, two transactions must be executed, one against the issuing contract and one against the receiving contract.

Two additional fields are available and often required in the agreements module, Source and Classification. When material is received, the source and classification of the item is recorded. When that material is issued, loaned, removed from stock, the source and class will be visible based upon the original receipt. The materials management solution will not allow materials of different sources and classes to be combined in the relocation tab.

Important Note: If using Materials Management for government contracts for which DD1662 reports are still being generated, please refer to the following guidelines:

- If managing items other than material classification, we recommend setting up a separate agreement from the government contract and consolidating summary information for the DD1662.
- If managing material items, one does not need to set up a separate agreement for reporting purposes.

NAVIGATION

- Click Agree
- Click Manage Material
- Receipt tab, Source/Class sub-tab

Manage Material (Agreement Assets) - asag2220

Location* ARLINGTON
Agreement Identifier JSF01 Type LEASE

Non-Serialized Serialized

Receipt Issue Loan Return Remove from Stock Adjust Relocate

Receipt Information
Initial Event ☐ Return to Stock?
User Fields*
Steward Document*
Source CONTRACTOR ACQUIRED PROP. Agr Classification MATERIAL

Assets

Replenish?		Effective Date	Stock Number	Source	Agr Classification
<input type="checkbox"/>	<input checked="" type="checkbox"/>			CONTRACTOR ACQUIRED PROP.	MATERIAL
<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>				

Message

MATERIAL ASSET INTERFACE RECORDS

Use the appropriate module's Edit Material Asset Interface Records screen (Inventory/Agreement/Inactive) to update errors. This screen contains a number of tabs with the results of any transactions being interfaced into Sunflower, either through a data migration or through Sunflower's MobileTrak software. The number of tabs shown differs based on the transaction type conducted, so depending upon the transaction conducted (Issue, Receive, etc.), certain tabs may or may not be visible.

NAVIGATION

- Click Agree/Mgmt/Inactive
- Click Edit Material Asset Interface Records

- Step 1. Hit the **Find** button.
- Step 2. Enter the **Load Group** of the records to be processed.
- Step 3. Hit the **Find** button once more.
- Step 4. Once errors have been corrected in this screen, click on **Save**.
- Step 5. Click the **Process** button to process the changes. This action will then apply those changes to the asset records.

The table below provides a description for the tabs and fields located in the Edit Interface screen.

TAB	DEFINITION
Header, Main	Contains information on the Load Group, Material transaction type (Issue, Relocate, etc.), whether the asset is Serialized or Non-Serialized, who recorded the transaction, and Custodian and Steward Organization assigned during the transactions. Depending on the transaction type, users may not see certain fields on this screen. For example, a Receipt transaction will not show the Custodian field, however an Issue transaction would. Correct any invalid Operator, invalid Custodian or Invalid Steward errors on this tab by selecting valid values.
Header, Event	This tab is not used with MobileTrak or when migrating assets. The Initial Event defaults based on the default application parameter, therefore users will not have to update information on this tab.
Header, Document	The tab is used to update any Document information migrated into Sunflower.
Header, Location	Contains information on the Location entered in MobileTrak or the migration templates. This tab is available for certain transactions, so here users would correct any invalid Location errors by selecting a valid Location value.
Detail, Main	Contains detailed information on the asset record, such as Catalog, Non-Serialized information such as Quantity entered in the transaction, and Serialized asset Identifier and Serial Number. Correct any Catalog errors on this tab by selecting a valid Catalog entry.
Detail, Location	Contains information on the Location information entered in MobileTrak. Correct any invalid Location errors here by selecting a valid Location.
Detail, Global User Fields	Contains information on Global User Fields (UDFs). Correct any invalid Global UDF information here.
Detail, User Field	Contains information on the specific Interest's User Fields. Correct any invalid UDF information here.

MATERIAL REPORTS

Sunflower Assets 5.0 contains six reports that address the concerns of material managers. The following reports are available from those modules that have access to the Manage Materials form (namely, Agreements, Management and Inactive modules). The following pages provide an overview of each report and a report illustration.

- Material On-Hand Report
- Material On-Loan Report
- Material Transactions Report
- Material Usage Statistics Report
- Material Receipt Ticket Report
- Material Interface Processing Results

The report parameters page provides a wealth of fields that one may choose to utilize to group, sort, and more in order to generate a report with as much or as little details as required. The report illustrations shown use a minimum amount of report criteria. It is up to the user to decide on the appropriate criteria to use to generate a meaningful report for consumption.

ABOUT REPORTS

Each Interest Asset module has its own set of reports. Reports can be launched by performing any of the following:

- Use the particular Interest Asset module's menu and selecting Reports from the drop down list (i.e. **Mgmt > Management Reports**).
- Select the Reports drop down list and choosing the appropriate report module (i.e. **Reports > Management Reports**).
- Select the **Sunflower Enterprise Reports** hyperlink from the main menu, which opens the Reports Main Menu screen. Then select the appropriate report module (i.e. **Management Reports**).

The Sunflower Enterprise database is queried whenever a report is created and executed. Reports display real-time information. Therefore, an afternoon report will differ from a morning report by reflecting any changes made during the day. This is also true for the Previously Run Reports feature, which can rapidly speed up repetitive reporting.

There are several output options available for reports.

- PDF (using Adobe Acrobat)
- HTML
- Text (not available for all reports)

The output choices depend upon the report selected. Acrobat and HTML are standard options provided for the vast majority of reports.

THE FOLLOWING MATERIAL REPORTS ARE AVAILABLE:**Material On-Hand Report**

Use the **Material On-Hand Report** to view the available quantities of materials that are in stock.

Material On-Loan Report

Use the **Material On-Loan** report to view the type and quantity of materials that have been loaned to other organizations/persons.

Material Transactions Report

Use the Transactions report to view the detailed data. The difference between transaction report and specific report (on-loan, on-hand) is, transaction report shows the transaction amounts i.e. If one Receives 10, Loans 5 and Returns 3. The transaction report will show these quantities exactly i.e. Received 10, Loaned 5 and Returned 3. However On-Loan report will show $5 - 3 = 2$ on loan. And On-hand report will show $10 - 5 + 3 = 8$ available.

Material Usage Statistics Report

Use the **Material Usage Statistics** report to display totals of Quantity Received, Issued, Transferred and Rejected using different grouping levels (i.e. Stock Number, Location and Agreement (for agreement materials) or all if no group selected).

Material Receipt Ticket Report

Use the **Material Receipt Ticket** report to generate a receipt ticket at the time materials are issued or loaned to another organization in order to get acknowledgment from the person receiving the materials.

Material Interface Processing Results

The **Material Interface Processing Results** report shows the results of processing transaction through the Material interface. Results are displayed by Load Group and Transaction Type.